Welcome to the Cleveland Metropolitan School District Substitute Teachers and Paraprofessionals, Secretaries!

This job aid will assist Substitute Teachers, Paraprofessionals, and Secretaries to search for and accept substitute assignments.

Please refer to the Substitute Daily Routine for more information.

If you have questions, contact the Substitute Center office by phone or email substitutes@clevelandmetroschools.com or 216-838-0077.

Navigating SmartFind Express to accept a substitute assignment

Sign in to the SmartFindExpress from the Staff dropdown menu on the CMSD website.
Click on Available Jobs, then search to view and select your assignment. Once you select the assignment, you will receive your JOB NUMBER on your calendar.

Once you accept an assignment (phone or web), go to “Review Assignments” and in the “calendar view” confirm a job number appears on the calendar before reporting to any school.

If you find a discrepancy on your calendar call the Substitute Center for immediate assistance.
Note: Specified Substitute

If a teacher, para, or secretary has identified you as a Specified Substitute, a notification will appear in SFE in the “red box.” Please refer to the attached Accepting a Specified Substitute Assignment.

Reporting to an Assignment

Confirm a job number appears on your SFE calendar.

CLICK “CALENDAR” VIEW AND HIT SEARCH – do not use list view

Review assignments EVERY morning for accuracy and make adjustments when needed.
This is what your calendar should look like!!

**PLAN AHEAD** for any missing job numbers, and to extend assignments on time.

**DO NOT** report to ANY assignment **WITHOUT A JOB NUMBER** from the SmartFind Express calendar.
WORKDAY

Sign into WORKDAY from the CMSD website under the STAFF tab. Again, this should be done DAILY for assignment and payroll accuracy.

Click on the “TIME” icon to view your job entry calendar.
View and confirm all assignments to ensure proper processing for payroll. Make sure your Workday calendar matches your SFE calendar.

If, after 11:00 AM, the assignment does not appear in Workday, please wait 24-48 hours before contacting Substitutes@clevelandmetroschools.org.

Number of days in position should match the accurate number of days in the assignment.

Should you find any discrepancies on your assignment box, or number of days in the position for the current day, please email substitutes@clevelandmetroschools.org.
How to Enter Class Coverage

Follow the steps below on how to enter class coverage correctly. When needed, your timekeeper may assist you in entering time.

Here is the new box for any additional entries.

Enter school name.

Click here under the daily boxes.
For example, if a substitute covered 1 teacher’s class for 3 periods, you would enter CO1 – Class Coverage 1 Period and enter “3” in the Hours Field.

When a Paraprofessional is necessary but not available in the classroom, the substitute teacher may enter 1 to 6 “periods” (hours) for each period that you are covering (C19)

Example: If you cover for the student(s) the full day, the maximum number of hours is 6.
When a principal approves you to stay after school to set up for a school picnic for 3 hours enter as shown below.

Voluntary PD (VPD) is not entered in Time Tracking; the principal must send written authorization to substitutes@clevelandmetroschools.org and wdpayroll@clevelandmetroschools.org.

Each day, after 11:00 am, once the system uploads your assignment and all additional entries have been made, you may validate the time entries are accurate and are ready for submission to payroll.

When you have confirmed all entries are accurate for the week, click the green submit button to send to the school for their approval.
It is important for substitutes to view and confirm Workday time is correct daily. Time is submitted at the end of the pay period for timekeeper validation and manager approval.

All corrections must be submitted PRIOR to Time Period Lockout (see Workday calendar for specific dates). Any corrections following the Time Period Lockout require appropriate documentation and Principal authorization.

Once all entries have been made, submitted, and approved, your calendar will have green check marks and look like the image below.

For any assistance or questions on how to register, log in, report an absence, accept an assignment, view calendar and more; please refer to the SmartFindExpress Tutorial videos: http://www.clevelandmetroschools.org/Page/1205